Handbook for International Students

2013/2014

Faculty of Arts

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WELCOME TO THE FACULTY OF ARTS

The Faculty of Arts of the University of Groningen attaches great importance to having students from outside the Netherlands in its programmes of study. International students raise cultural awareness in higher education. This is a highly desirable goal. Generally, students - like all people - take their own cultural frame of mind for granted. To lose their cultural innocence, students (and teachers as well) have to learn to look at the world through the eyes of persons from different cultural backgrounds. The interaction with foreign students creates favourable conditions for this learning process. Therefore, the Faculty strongly appreciates the active participation of international students, both inside and outside the class room.

We hope you will have a fruitful, inspiring and enjoyable stay in Groningen!

Gerry C. Wakker, Dean of the Faculty of Arts

About this handbook

In this handbook you will find specific information about studying at the Faculty of Arts of the University of Groningen. It contains information for exchange students and degree students. Not all the information applies to both types of students.

Degree students have come to the Faculty of Arts to obtain a BA or MA degree in Groningen. For this, they have gone through an admission procedure.

Exchange students are in Groningen for one or two semesters and will obtain their degree at their home university.

General information for international students about living in Groningen and studying at the University can be found in the brochure *Welcome to the University of Groningen 2013-2014*. In the *Health Guide for International Students* you can find up-to-date and very useful information about health issues. We recommend you to read these brochures carefully and keep them so you can use them during your stay.

There is also a lot of general and practical information on the website for (prospective) international students
http://www.rug.nl/education/international-students/

We hope this handbook will help you find your way around our Faculty, and we wish you an enjoyable and memorable time in Groningen!

The staff of the International Office

Margo Slebus
Anja de Vries
Jelmer van der Hem
Maaike Moltzer
Joyce Snijder-Gelling
Ingrid Sennema

Entrance Harmonie Building, home of the Faculty of Arts

INTERNATIONAL OFFICE / INTERNATIONAL STUDENT ADVISER

The International Office and Admissions Office

The information desk of the International Office and Admissions Office of the Faculty of Arts is located on the first floor of the Harmonie Building, in the corridor to the right of the large red students' desk in the hall.

Office hours: Mondays to Thursdays, from 1 – 4 p.m.
In the week of the Welcoming Ceremony and in the first two weeks of the semester we will also be open on Fridays from 1 – 4 p.m.

Internet: www.rug.nl/let/international-office
For exchange students: international.office.let@rug.nl
For degree students: admissions.office.let@rug.nl
☎ +31 (0)50 363 4420 (exchange)
☎ +31 (0)50 363 5968 (MA admissions) and +31 (0)50 363 2952 (BA admissions)
🖷 +31 (0)50 363 7422

International Office information desk

Exchange students

For all practical questions about your stay here exchange students can contact Joyce Snijder-Gelling, coordinator incoming exchange students.
E-mail address: international.office.let@rug.nl
☎ +31 (0)50 363 4420.

Student adviser exchange students

For questions about courses and academic matters, and in case of serious personal problems that affect your studies, you may contact the international student adviser Ingrid Sennema. Her office is next to the International Office (Harmonie Building, 1311.0104).

E-mail: int.studyadvice.let@rug.nl
☎ +31 (0)50 363 2029
Office hours: Friday 11 a.m. – 1 p.m., or by appointment

Degree students

If you have come to Groningen to study for a degree, please contact your new department (the secretariat or the coordinator of your degree programme) in case you have questions or problems. If you have problems with your university registration, please contact the Admissions Office.

ARRIVAL AND DEPARTURE

ARRIVING IN GRONINGEN

Checking in at the International Office: exchange students

We expect you to arrive in Groningen one or two weeks before the start of the semester. This gives you enough time to arrange everything and get to know the city and the university.
After you have arrived in Groningen, you need to go to the International Office to check in and collect your welcoming package, containing student card, the *Health Guide*, and the latest information on courses and timetables.

Welcoming Ceremony: Tuesday 27 and Thursday 29 August

Before classes start, the university organises an introduction programme for all incoming international students. We strongly advise you to attend this Welcoming Ceremony, because you can arrange lots of practical matters before classes start. Staff members of the faculties will be present and you can gain useful information on social, cultural, language, sport, housing office, computer, banking, health insurance and other University facilities. You can also pick up your welcoming package here.

The Welcoming Ceremony for students starting the first semester (Autumn/Winter) takes place on Tuesday 27 August 2013. On Thursday 29 August there is a special session of the Welcoming Ceremony for students from outside the European Union (see below).

The provisional date for the Welcoming Ceremony for the second semester (Spring/Summer) is Thursday 30 January, 2014.

You will receive information on exact dates, times and locations from the International Office.

Residence Permit: 29 August

If you have applied in time for your residence permit, it will be ready upon arrival. The International Service desk will inform you when and where you can pick up your residence permit. For detailed information, consult your *Welcome to Groningen* guide

Faculty introduction: 29 August

In addition to the Welcoming Ceremony, there is a welcoming event especially for new international students of the Faculty of Arts. This takes place on Thursday 29 August in the afternoon. You will receive an invitation for this event by e-mail.

Municipal registration at the City Hall
Anyone staying in the Netherlands for three months or longer must register with the Municipal Personal Records Database (*Gemeentelijke Basis Administratie* or GBA) at the City Hall. You are advised to register as soon as possible as you may need your registration papers for other purposes. Non-EU/EEA students can only register after they have picked up the confirmation letter for the residence permit application from the International Service Desk (ISD).

You need to bring the following documents:

- Passport or identity card
- Housing contract
- (legalised) birth certificate
- If applicable: residence permit

Detailed information about this procedure can be found in your *Welcome to Groningen* guide (page 31) and on the website http://www.rug.nl/education/international-students/general-matters/registration-town-hall

Address
City Hall
Kreupelstraat 1
9717 HW Groningen
☎: +31 (0)50 367 7070
🖷: +31 (0)50 367 7075

Completing your learning agreement (exchange students)
For the first semester, you can add courses to your course selection until 15 July 2013 and drop courses until 13 September. Exceptions are only made in the case of last-minute changes to the timetable which cause problems in your own schedule. Dates and deadlines for the second semester will be announced later.

Erasmus students need to return their official Learning Agreement to their home university, made up-to-date and then signed by the International Office.

You can change and complete your learning agreement until two weeks after the beginning of the semester. To register changes to the original learning agreement that was signed by your home university, use the special form for that purpose. When your course selection is definite, have your learning agreement or the second page of the learning contract ("Changes to the original proposed study programme") signed at the International Office students desk. You don't need to make a special appointment for this. You yourself are responsible for sending it back to your home university.

Your address in Groningen

It is important that your address in Groningen is registered at the University, because all official mail is sent to that address. Therefore, if you move to another room during your stay in Groningen, you must let the university know.

Degree students have to change their address via Studielink (www.studielink.nl) Please check whether your address and personal details are correct. The information on Studielink will be used for official university mail and for official documents such as your diploma and transcript of records.

Exchange students: if you change rooms, please inform the coordinator for incoming exchange students.

Things you need to organize before the start of classes

- Enrolment in seminar groups (only for some courses); either in Nestor or in person at the secretarial offices (see page 16 of this hand book)
- Buy readers and books
- Register for a language course at the language center – unless you have registered online
- Buy a bike

LEAVING GRONINGEN

Checking out at the International Office (exchange students)

Your period of registration will end automatically on 1 March or 1 September, but still we would like to know when you are leaving Groningen. If you have a visa or residence permit you need to inform the ISD (International Service Desk in the Academy Building) that you can be de-registered.

Statement of study stay (exchange students)

Your home university may require a confirmation of the duration of your registration at the University of Groningen as an exchange student. This is your own responsibility and is not provided automatically. Some universities have a standard form to fill out. If not, the International Office will write you a confirmation letter (on your request).

Academic Record (exchange students)

If you need an official transcript of your study results, you need to apply for an Academic Record at the International Office. More information can be found on page 30 of this hand book.

Register for Graduation (degree students)
You will have to arrange several administrative matters yourself when you graduate from the University of Groningen

- Requesting a degree certificate.
- Deregistration.
- Discontinuing your student finance from DUO (if applicable)

For more information, you can go to the Office of Student affairs of the Faculty of Arts (located next to the International Office)

Deregistration at City Hall (exchange and degree students)
Please note that when you leave Groningen and the University after finishing your studies, you need to deregister at the City Hall.

Informing the ISD
If you have a residence permit, inform the International Students Desk (ISD) of your departure. They will deregister you for the Immigration Service (IND).

And don't forget to ….

- Close your Dutch bank account
- Return your books to the library
- Pay any rent arrears
- Go to the Housing Office for a refund of your deposit (if applicable)

THE FACULTY OF ARTS

ACADEMIC FIELDS AND DEPARTMENTS

The Faculty of Arts is a large dynamic faculty in the heart of the city of Groningen with over 5,000 students and 700 members of staff. With 19 Bachelor's degree programmes and more than 60 Master's degree programmes, the faculty focuses on the study of the languages, cultures and history of Europe, the Mediterranean area and the North American continent. Special attention is paid to the language, culture and history of the Netherlands and particularly the northern region of the Netherlands. In addition, the faculty coordinates a large number of interdisciplinary programmes.

Departments

There are twenty departments in the Faculty of Arts in the following academic fields:

- Arts and Culture
- Communication and Information Science
- History and Archaeology
- International Relations and Regional Studies
- Language, Literature and Culture
- Linguistics

More information on the research and teaching taking place in the departments can be found on the Faculty's website (www.rug.nl/let).

ORGANISATION: HOW THE FACULTY IS MANAGED

- **Faculty Board**

The Faculty Board is in charge of overall management and administration of the Faculty and consists of the Dean, two members and, in an advisory capacity, a student member.

- **Faculty Council**

The Faculty Council advises the Board in matters concerning teaching, learning and research as well as the Faculty budget. In some cases, such as decisions about teaching, the approval of the Faculty Council is required.

- **Institute for Undergraduate and Graduate Studies**

The Institute for Undergraduate and Graduate Studies, headed by a Director, manages and organises all BA and MA degree programmes in the Faculty. Support services, such as the Office of Student Affairs and the International Office are part of the Institute, as well as student advisers.

- **Research schools**

Research is organised at so-called “research schools” which have their own research programmes and are responsible for the PhD trainings of students. In many cases, research schools involve several faculties. The Faculty of Arts participates in seven research schools.

- **Graduate School of Humanities**

The Faculty of Arts at the University of Groningen provides advanced training and research supervision at the Research Masters and PhD levels to the most promising students in Archaeology, Literature and Culture Studies, and Linguistics. Several research institutes participate in the Graduate School.

At departmental level there are:

- **Departmental Committees and Sections**

A Departmental Committee is responsible for the practical implementation of a degree programme.

- **Curriculum Committees**

The Curriculum Committees are important advisory bodies for the degree programmes. They are also in charge of the evaluation of degree programmes. Half of the members of the Curriculum Committee are students and half are staff.

- **Admission Boards**

Every degree programme has its own admission board, that decides upon admission of new students.

- **Examination Boards**

Every degree programme has its own Examination Board, consisting of all the lecturers involved in that programme. The Board of Examiners ensures that the Teaching and Examination Regulations are implemented correctly. Among other things, it issues degree certificates and deals with complaints by students concerning examinations, cases of fraud and cheating, and admission to courses or exams.

LOCATIONS AND ADDRESSES

Map

You can find a small map of the city of Groningen and the Zernike area on the final pages of this handbook, so you can find out where everything is. If you want a bigger map, in full colour, you can buy one for € 1 at the University Shop, opposite the Harmonie Building in the Oude Kijk in 't Jatstraat.

General

LOCATIONS AND ADDRESSES FACULTY OF ARTS

The Faculty of Arts is housed at a number of locations in the city centre. Most of the departments and all the facilities, such as the International Office and the Arts Library, can be found at the central address, as well as most of the departments. Classes often take place there as well, but also at one of the other locations or the Academy Building (the central university building).

Central address

Faculty of Arts, Harmonie Building

Visiting address:
Oude Kijk in 't Jatstraat 26
9712 EK Groningen
The Netherlands

Postal address:
University of Groningen
Faculty of Arts
PO Box 716
9700 AS Groningen
The Netherlands

☎ +31 (0)50 363 5900 (faculty office)
☎ +31 (0)50 363 5901 (porters' desk)
🖷 +31 (0)50 363 4900
E-mail: info.let@rug.nl
Faculty website: www.rug.nl/let

Opening hours during semesters:
Monday to Thursday 8.00 am – 10.00 pm
Friday 8.00 am – 6.00 pm

DEPARTMENTS AND SECRETARIAL OFFICES

Department(s) / programmes	address secretarial office
Archaeology	Poststraat 6
Art History Arts, Culture and Media	Oude Boteringestraat 34
History International Relations and Organisations Journalism	Harmonie Building, 5th floor Room 1311/511
MA Euroculture MA Humanitarian Action (NOHA)	Harmonie Building, 2nd floor, 1315/0213
European Languages and Cultures English Language and Culture German Language and Culture Scandinavian Languages and Cultures American Studies Classical Studies Romance Languages and Cultures (French, Italian, Spanish) Slavic Languages and Cultures Languages and Cultures of the Middle East Finno-Ugric Languages and Cultures (Finnish, Hungarian) MA Applied Linguistics: Teaching English as a Foreign Language (TEFL) MA Multiculturalism: Learning and Teaching of Spanish	Harmonie Building, 2nd floor room 1315/263 (Student Information Desk)
Dutch Language and Culture Frisian Language and Culture Communication Studies Information Science Linguistics MA Clinical Linguistics (EMCL) MA Language and Communication Technologies MA Multilingualism	Harmonie Building, 4th floor room 1312/407

LECTURE AND SEMINAR ROOMS

Harmonie Building, Oude Kijk in't Jatstraat 26

The Harmonie Building has various wings (parts of the building) which have been numbered from 1311 to 1315. The number of the room comes after the wing number. This is how you can find the main lecture and seminar rooms in the Harmonie Building:

Building part 12 (beginning with 1312)	Ground floor, in the corridor to the right: lecture and seminar rooms 1312.006, 1312.007, 1312.012, 1312.013, 1312.018, 1312.019, 1312.024, 1312.025, 1312.030
Building part 13 (beginning with 1313)	On the ground floor, take the corridor to the right, at the end turn right and right again, and take the stairs or elevator to the second floor. Seminar rooms 1313.309, 1313.316, 1313.338, 1313.340, 1313.342, 1313.344; Arts Library and Law Library
Building part 14 (beginning with 1314)	Under the arches, in the old part of the building: lecture halls 1314.014 and 1314.026.
Building part 15 (beginning with 1315) 'Aquarium'	On the ground floor, take the smaller exit and cross the bicycle area. Seminar rooms 15.13.031, 1513.036, 1513.037, 1513.042, 1513.043, 1513.048, 1513.055.

There are smaller seminar rooms elsewhere in the building. You can locate them easily once you know which part of the building they are in. Otherwise ask at the porters' desk on the ground floor.

Academy Building, Broerstraat 5

This is the central university building with the stairs in front, opposite the University Library. It is very close to the Harmonie Building, on the other side of the Oude Kijk in't Jatstraat. Follow the signposts in the building.
Lecture halls and seminar rooms:

- A2, A3, A7, A8, A12
- Zernikezaal (Zernike Hall; not to be confused with the Zernike University Area to the north of the city centre). Abbreviation: AZern
- Offerhauszaal (AOffh)
- Van der Leeuwzaal (ALeeuw)
- Heymanszaal (AHeym)
- Geertsemazaal (AGrts)

☎ +31 (0)50 363 9111 / 5250 (porters' desk)

Opening hours:
Monday to Thursday 8.00 am – 10.00 pm
Friday 8.00 am – 8.00 pm

Broerstraat 9
This annexe is next to the Academy Building; lecture rooms A900 and A901.

Oude Boteringestraat 23 / OBS 23
The Oude Boteringestraat is the street parallel to the Oude Kijk in't Jatstraat, where the Harmonie Building is, at the other end of the Broerstraat.
☎ +31 (0)50 363 7270
Opening hours:
Monday to Friday 8.00 am – 4.30 pm

Oude Boteringestraat 32-34 / OBS 34
☎ +31 (0)50 363 7533
Opening hours:
Monday to Friday 8.30 am – 5.00 pm

Poststraat 6
☎+31 (0)50 363 6707
Opening hours:
Monday to Friday 9.00 am – 12.30 pm and 1.30 – 4.45 pm

A-weg 30
This is about one kilometre away from the Harmonie Building. Starting from the Harmonie Building on the Oude Kijk in't Jatstraat, turn right until you reach the Vismarkt. Then turn right again and keep going. The name changes to Brugstraat, A-Kerkhof and, across the bridge to A-straat and finally A-weg. A-weg 30 is on your right.
☎ +31 (0)50 363 5920
Opening hours:
Monday to Friday 8.00 am – 6.00 pm

Turftorenstraat
This building is part of the Faculty of Law, but Arts courses take place there as well. The building is next to the cafeteria of the Harmonie Building.You can enter it from the Uurwerkersgang by following the blue line on the ground from the Harmonie Building main hall. In your timetable, seminar rooms at the Turftorenstraat are preceded by 'Turft' followed by the room number.

EXAM LOCATIONS

Zernike Exam Hall

Many exams will take place in the Harmonie Building or Academy Building, but sometimes you have to go to the Exam Hall in the *Zernike area*, about 3.5 kilometres north of the city centre. To get there, you need a bike or you can take Citybus 15 to Zernike.

After entering the Zernike area, the Exam Hall can be found on the left side of the road.

NB Don't confuse the Zernike Hall in the Academy Building (AZern) and the Zernike Exam Hall!!

OTHER FACULTIES

Faculty of Law

Turftorenstraat 21, 9712 BE Groningen, room T-68. Here you can also register for law courses (if approved beforehand).
Opening hours: Monday – Friday 1.30 – 3 p.m.
Closed on Wednesdays.
exchange.law@rug.nl

Faculty of Behavioural and Social Sciences

Grote Kruisstraat 2, 9712 TS Groningen
Opening hours: Monday to Friday, 9 – 12 a.m., 1 – 5 p.m.
Exchange.gmw@rug.nl

Faculty of Philosophy

Oude Boteringestraat 52, 9712 GL Groningen
The student adviser is Mrs K.E Gardiner (k.e.gardiner@rug.nl)

Faculty of Theology and Religious Studies

Oude Boteringestraat 38, 9712 GK Groningen
Internationaloffice.thrs@rug.nl

The following faculties are located in the *Zernike University Area*, which is about 3.5 kilometres from the Harmonie Building, to the north of the city centre. You need a bike, or you can take Citybus 15 to Zernike.

Faculty of Economics and Business
Nettelbosje 2, 9747 AE Groningen, Duisenberg Building, room 045

Opening hours:
Monday, Wednesday and Friday 10 a.m. – 12.30 p.m; 1.30 – 4 p.m.
Tuesday and Thursday 10 a.m. – 12.30 p.m.
exchange.in.feb@rug.nl

Faculty of Spatial Sciences
Landleven 1, 9747 AD Groningen
Room 0.19 (P.J.M. van Steen), room 028 (D. Nauta).
p.j.m.van.steen@rug.nl

Faculty of Mathematics and Natural Sciences
Bernouilliborg Building
Neijenborg 9, Groningen

NHL CAMPUS LEEUWARDEN

Courses that are part of the MA programme Multilingualism are taught at the campus of the Noordelijke Hogeschool Leeuwarden (Van Hall Larenstein University of Applied Sciences), about 60 km away. Leeuwarden, the capital of the province of Friesland, can be reached easily from Groningen by train and bus. For more information on how to get there, see www.9292.nl, the door-to-door public transport journey planner.

The address of the Leeuwarden campus is Rengerslaan 10, 8917 DD Leeuwarden.

General Student Facilities

COMPUTER FACILITIES

All students receive a computer account which gives them access to computers that are installed in the computer rooms at the Faculty of Arts and other University Buildings and to the university network. Computer accounts for international students are free of charge.

You will also be given a student email account. Please check this frequently, as all university mail will be directed to your official student account!

A helpdesk and computer rooms (IT rooms) for students can be found on the first floor of the Harmonie Building.

Helpdesk for students:
Harmonie Building, room 12.101 (first floor, to the right of the stairs). Further down the corridor you can find the IT rooms.
E-Mail: servicedesk.binnenstad@rug.nl
☎: +31 (0)50 363 5959

Opening hours: Monday – Friday: 8.30 am – 17 pm

LIBRARIES

University Library (Universiteitsbibliotheek, UB)

The University of Groningen Library includes the main University Library and eight separate faculty libraries. All the libraries together have around three million books and periodicals. You can find out where books, documents and journals are via the Library Portal www.rug.nl/science-and-society/library/ . In order to borrow books, you need your student card.

You can order books online via the University catalogue. Use the number on your student card under the barcode and the first three letters of your family name to log in. The library sends an e-mail to your student e-mail account to remind you to bring back your books or to renew the loan. If you enter the catalogue of the library and click on 'borrower information' you can see which books are in your possession.

University Library

Broerstraat 4 (opposite the Academy Building)
☎ Information desk: +31 (0)50 363 5020
Opening hours:
Mondays – Fridays: 8.30 a.m. – 10 p.m.
Saturdays and Sundays: 10 a.m. – 5 p.m.
During vacations, holidays and exam time opening hours may change. Check the website for actual opening hours.

Library of the Faculty of Arts

In addition to the University Library, each faculty has its own library, containing text books, literature and journals that are currently used in degree programmes. The library contains a number of seats reserved for the purpose of studying. Books may be borrowed for one month, after which the lending period can be extended for another month. The Faculty Library has an open-shelf system. This means that you have access to the books and can collect them yourself. In order to borrow a book or a magazine, you need your student registration card.

The library of the Faculty of Arts is situated in the old part of the Harmonie building. On the ground floor, take the corridor on the right and at the very end turn right. Turn to the right again and take the stairs or the elevator to the second floor. You can also find it by following the green line from the Harmonie Building main hall.

The Arts Library will be integrated in the University Library by 1 January 2014.

☎ +31 (0)50 363 5940
E-mail: letteren-bibliotheek@rug.nl
Opening hours:
Mondays – Thursdays: 9 am –9.30 pm, Friday 9 am– 5 pm

Different opening hours may apply during vacations; check the website for actual opening hours

There is a separate location of the Archaeology collection at
Poststraat 6 (the street behind the University Library).
☎ +31 (0)50 363 7557
Opening hours:
Mondays – Fridays: 9 a.m. – 5 p.m. (closed 12.30 – 1 p.m.)
Different opening hours may apply during vacations.

Library instructions
For those who want to find out how to use the library efficiently, there are library instructions available. For more information, go to
http://myuniversity.rug.nl/infonet/studenten/bibliotheek/hulp/instructies/

Library of the Faculty of Law
The Library of the Faculty of Law is situated next to the Library of the Faculty of Arts.

STUDY AND CAREERS ADVICE NEXT

The University of Groningen wants to offer its prospective students, students and alumni the best possible facilities to prepare and develop their careers. Within the framework of NEXT, various activities are organized to help them make choices – and study choices in particular – and prepare them for the job market. In order to achieve this, NEXT is working actively with faculties, study associations, alumni organizations and other providers in the field of careers services.
NEXT is located in the University Library, on the 1st floor. This is where various activities for students are organized, including open office hours, workshops and CV checks.
For more information, go to http://www.rug.nl/education/find-out-more/career-advice/next/

THE LANGUAGE CENTRE

The Language Centre of the University of Groningen offers elementary and advanced courses in several languages. Of particular interest to international students are the Dutch courses, which are taught at four levels. You have to pay a fee for language courses taught by the Language Centre of around € 300. Exchange students: you can add a Dutch language course to your learning agreement and gain 5 ECTS for it.

If you are an exchange student of the Faculty of Arts part of this fee may be refunded under certain conditions. More information is available from the Dutch Studies administrator (dutch.studies@rug.nl).

There are 3-week Dutch intensive courses, levels 1-3, from 12 – 30 August 2013, and in January 2014. Regular courses are taught from early September to mid-December. There are special intensive courses for German students.

The Language Centre also offers courses at various levels in English, French, Italian, Japanese, Chinese, German, Spanish and Portuguese. It is also possible to have your level of English proficiency tested in terms of the internationally recognized Common European Framework of Reference for Languages (CEFR). For these courses you won't get ECTS credits, but you will receive a certificate of attendance at the end.

The Language Centre is located on the first floor of the Harmony building (room 15.129)
☎: +31 (0)50 363 5802
🖷: +31 (0)50 363 5886
E-mail: talencentrum@rug.nl
Internet: http://www.rug.nl/science-and-society/language-centre/

Opening hours secretarial office:
Mondays – Fridays: 11 a.m. – 4 p.m.
Thursdays: 11 a.m. – 8 p.m.

'REPRO SHOP' / UNIVERSITY COPY SHOP

At the Repro Shop you can make photocopies and use the printers. Students can make photocopies using the machines on the ground floor of the Harmonie Building and the Faculty of Arts Library. You cannot use the other photocopiers in the building! You can use your student card for printing. You can transfer money from your bank account to your student card. You can use this card for printing, coffee machines etc.

The Repro Shop is located on the ground floor of the Harmonie Building in the corridor on the right, first door on the left.
Opening hours: Mondays – Fridays 8.30 a.m. – 4.30 p.m.

For printing and photocopying, you can also go to CopyCopy, Oude Kijk in't Jatstraat 52.

'KLAPPERWINKEL' / (WEB)SHOP FOR READERS

At the 'klapperwinkel' (shop for class readers) you can buy readers which you need in some of your classes. Check this in the course descriptions. Make sure

you buy your readers at the beginning of the semester as you need them to prepare for classes!
The only way to obtain readers is by ordering them through the web shop and picking them up at the shop after six working days. You have to pay in advance, using credit card or OGONE / iDeal. Before ordering, you need to register at the web shop first, preferably using your Groningen student mail address. If that is not yet available, use your own e-mail address and change it to your student mail address as soon as possible. This is the link to the user manual for ordering readers: http://www.rug.nl/rechten/organization/diensten/repro/handleiding-klappers-bestellen.pdf

The *Klapperwinkel* can be found on the ground floor of the Harmonie Building in the corridor to the left of the porters' desk.
Opening hours: Tuesdays and Thursdays 9.30 a.m. – 1.00 p.m.
Website (for registering and ordering):
http://www.rug.nl/rechten/organization/diensten/repro/webshop

CAFETERIA

In the Cafeteria in the Harmonie Building, you can get coffee, tea, sandwiches, soup, drinks, and candy. There are wireless internet connections and a lounge area. In fact, some students seem to live there …

At lunch time you can get a hot meal at a low price!

WEBER FOYER

This is the hall of the old part of the Harmonie Building. Sometimes drinks parties of other social events are held here.

UNIVERSITY SERVICE DESK / USD
(university service)

At this information desk you can get general information about studying at the University of Groningen, including administrative and financial matters.
Visiting address: Academy Building, Broerstraat 5, first floor
E-mail: http://www.rug.nl/education/usd/
Opening hours: Monday to Friday, 12 – 4 p.m.

INTERNATIONAL SERVICE DESK / ISD
(university service)

For general information for international students, and visa and immigration procedures in particular.
Visiting address: Academy Building, Broerstraat 5, first floor
☎+31 (0)50 363 8181

E-mail: isd@rug.nl
Opening hours: Monday to Friday, 12 – 4 p.m.

UNIVERSITY NEWSPAPER (UNIVERSITEITSKRANT OR UK)

The digital University Newspaper appears weekly. Parts of it are written in English.
Website: http://www.ukrant.nl/category/english

STUDIUM GENERALE
(university service)

Studium Generale organises interesting and challenging lectures and debates about science, culture and society for a wide audience. The activities are described as an antidote to over-specialization and are meant to supplement the regular curricula at both the Hanzehogeschool Groningen and the Rijksuniversiteit Groningen (though you get no ECTS/credits for following lectures!).
You can usually find posters and flyers about their programme in the entrance hall of the Harmonie Building.

Visiting address: Oude Boteringstraat 13.
☎+31 (0)50 363 5463
E-mail: studium@rug.nl
Website: http://studium.hosting.rug.nl

UNIVERSITY SHOP
(university service)

If you want to buy university souvenirs for your friends at home or get your own RUG hooded sweater, you can go to the University shop. You can also order and see all products online.

Visiting address: Oude Kijk in't Jatstraat 39
Opening hours:
Monday: 1 – 5 p.m.
Tuesday to Friday: 9 a.m. – 5 p.m.
Saturday: 1 – 5 p.m.
Website: http://shop.housing.rug.nl/shopuw

STUDENT POLICE OFFICER

The Groningen Police force has a special police officer for university students. If, for example, your laptop has been stolen or you have questions about security in your neighbourhood, you may contact this officer. His name is Matthijs Beukema.

☎+31 (0)900 - 8844

E-mail 1: studentagent@groningen.politie.nl
E-mail 2: Studentencontactfunctionaris@groningen.politie.nl
Website: https://www.facebook.com/studentagent#!/studentagent
Twitter: @studentagent

HOUSING OFFICE

The Housing Office offers furnished rooms in International Student Houses and Dutch Student Houses.

Visiting address:
Housing Office
Friesestraatweg 18
9718 NH Groningen
The Netherlands

☎ +31 (0)50 365 71 00
🖷 +31 (0)50 365 71 39
E-mail: info@housingoffice.nl

The Housing Office front desk is open on working days (Monday to Friday) from 8.30 a.m. – 4.30 p.m. You can reach the Housing Office by telephone on working days (Monday to Friday) from 8.30 a.m. – 5 p.m.

OTHER STUDENT SERVICES

All information about student health care, pastoral care, sports facilities, cultural and social activities, can be found in *Welcome to the University of Groningen, A handbook for International students* and the *Health Guide* which you have already received, or will receive after arrival.

STUDYING AT THE FACULTY OF ARTS: A - Z

ACADEMIC CALENDAR 2013-2014

The academic calendar for the Faculty of Arts is printed at the back on the inside cover of this guide for quick reference. In the schedule below, you can find when the semesters start and end, when exams take place and when the University is closed. If you take courses in other faculties as well, please note that every faculty has its own academic calendar which may differ from the one of the Arts Faculty. At the back of *Welcome to Groningen* is a survey of all the academic calendars used by the different faculties.

As you can see, there are very few holiday weeks and teaching goes on until a few days before Christmas. Bear this in mind when you plan to go home for the Christmas or summer holidays (see also under Class attendance and Exams). In exam weeks, there is usually no teaching.

However, Dutch Studies courses usually end before regular courses, with exams in the first half of December (before the Christmas break) and in April/May.

Semester 1: 2 September 2013 to 31 January 2014

Official semester dates: Monday 2 September 2013 – Friday 31 January 2014	
Semester 1, block 1 Lectures: Exams:	 Monday 2 September 2013 – Friday 18 October 2013 Monday 21 October 2013 – Friday 8 November 2013
Semester 1, block 2 Lectures Exams and resits	 Monday 11 November 2013 – Friday 10 January 2014 Monday 13 January 2014 – Friday 31 January 2014

Semester 2: 3 February to 11 July 2014

Official semester dates: Monday 3 February 2014 – Friday 4 July 2014	
Semester 2, block 1 Lectures Exams	 Monday 3 February 2014 – Friday 21 March 2014 Monday 24 March 2014 – Friday 11 April 2014
Semester 2, block 2 Lectures Exams and resits	 Monday 14 April 2014 – Friday 30 May 2014 Monday 2 June 2014 – Friday 4 July 2014

Please note that students, regular and international, are expected to be in Groningen until their last exams or resit!

Holidays

Bommen Berend *	28 August 2013
Christmas vacation	Saturday 21 December 2013 – Sunday 5 January 2014
Good Friday	Friday 18 April 2014
Easter	Sunday 20 April and Monday 21 April 2014
King's Birthday	Sunday 27 April 2014
Liberation Day	Monday 5 May 2014
Ascension Day	Thursday 29 May 2014
Whitsun	Sunday 8 and Monday 9 June 2014

* Every year on the 28th of August, the city of Groningen celebrates its liberation from "Bommen Berend", the bishop of Munster, in 1672. This liberation is celebrated with many activities in the city and large firework displays.

Intensive Dutch Language Course

The intensive Dutch language course is from 12 - 30 August and in January 2014. More information is available at www.rug.nl/languagecentre. In the second half of August, there are also intensive English language courses.

ACADEMIC RECORD (EXCHANGE STUDENTS)

At the end of your period of study in Groningen an academic record will be made up, listing all your grades. We usually only include courses which you passed, but if you wish we can also list the courses which you did not pass. As soon as you have all grades, you can apply for an academic record online: http://myuniversity.rug.nl/infonet/studenten/let/organisatie/bsz/international-office-nieuw/international-students-stud-infonet/exchange-stud-infonet/academicrecord_webform

Only apply for the academic record when all final grades are registered in ProgressWWW. You have to check yourself which courses should be on it. Go to your enrollments in Progress to make sure you do not miss anything.

ANNOUNCEMENTS

Formal announcements are made in the online University Newspaper (http://www.ukrant.nl/category/english), through Nestor, via your university e-mail account and on the university website (log in on *my university* see p. 38). In addition, there are also noticeboards near secretarial offices or other designated places. Here last-minute announcements are made, for example when a lecturer has been taken ill.

CENTRE FOR STUDY SUPPORT AND ACADEMIC SKILLS

The Centre for Study Support and Academic Skills is the University's centre of expertise for academic skills. The Centre organises workshops to help (international) students organise their studies and adapt their study behaviour. There are courses in:

- Academic writing skills
- Effective studying
- Managing study stress
- Successful studying
- Study planning and time management
- Studying in the Netherlands

Participation fees range from €10 to €40. If you want to join one of the workshops, you are required to register online, or send an email to ssc-secretariaat@rug.nl

Besides the workshops, there is weekly Student Support Group and a weekly open office hour.

For more information, go to www.rug.nl/studyskills, then click on 'workshops for international students' on the menu on the left.

CLASS ATTENDANCE

Students are required to attend at least 80% of all classes for each module. If you are absent more often, you may be excluded from taking part in the exam and may not gain any credits for the class. Some lecturers are willing to give extra assignments to make up for missed classes, but only if you were absent for a valid reason and if you notified him/her in time! Therefore, if you are unable to attend a seminar due to illness or other special circumstances, you must notify your lecturer in advance if possible, otherwise as soon as possible. You are not required to do this if you miss a lecture.
Lecturers like students to be there for the first class of the semester, as that is the time when procedures are explained, schedules for assignments and presentations are drawn up, etc. You must therefore make sure you are in Groningen during the first week of the semester, and make sure you attend all classes during that week!

Students arriving late in the semester are not guaranteed admission to classes.

COURSE SYLLABUS

For all classes you will receive a syllabus at the beginning of the course. Here you'll find all the information you need about contents, literature, assessment, how to contact the lecturer, exam dates, etc. Make sure you keep the syllabus throughout the semester. It also provides extra information for your supervisor at home, so take it home with you. The syllabus can often be found on Nestor, the electronic learning environment (see page 38).

CREDITS

The University of Groningen works with the European Credit Transfer and Accumulation System (ECTS). This is a student-centered system based on the student workload required to achieve the objectives of a programme of study.

60 ECTS credits represent the workload of a full-time student in one academic year (42 weeks, 40 hours per week). One semester has 30 ECTS. According to the Dutch law on Higher Education one credit represents 28 student working hours. Student working hours include class hours, reading, independent studies, preparation for examinations, etc.

Most courses taught at the Faculty of Arts are worth 5 or 10 ECTS or credits. In a semester students can take, for example, six courses of 5 credits or three courses of 10 credits, or any other combination. It is allowed to take more or less than 30 credits per semester, but please plan realistically. Exchange students must consult their home university on the number of credits they are required to take home.

Some courses have been divided into an A-part and a B-part, each with their own means of assessment (usually an exam and/or an essay). The results of both parts make up the end grade. Students should take both A and B parts, otherwise the course will be considered as incomplete and no end grade or ECTS/credits will be registered in Progress. Both grades should be sufficient (at least 5.5).

For exchange students it is possible to include incomplete courses on their Academic Record. Therefore, if you have only finished part A or B, or have an insufficient grade for one of the parts, it can still be registered on your Academic Record. It is up to your home university how many credits can be awarded for such courses.
Please ask your lecturer for an exam slip for the part you have completed, with the correct number of ECTS/credits and your grade.

DROPPING COURSES

Degree students

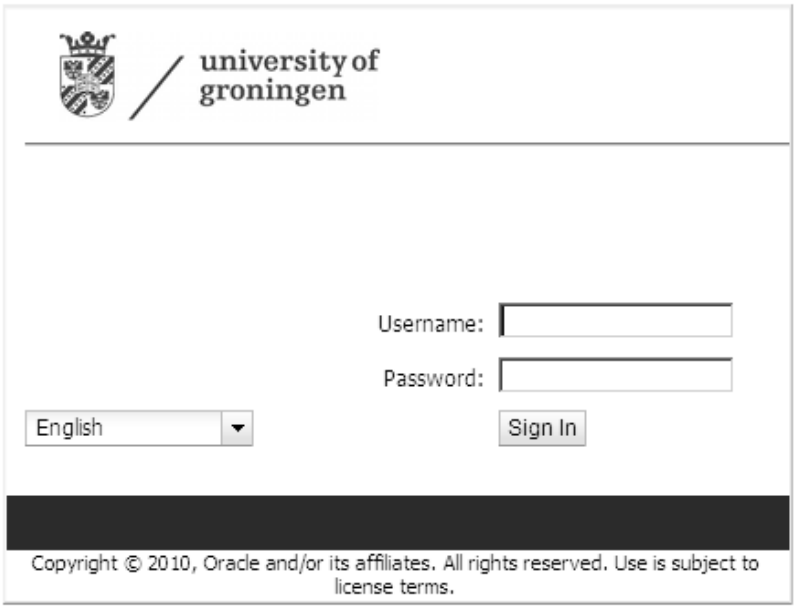
It is a good idea to discuss dropping a course with your student adviser first, for it may have consequences for the progress of your study programme. If you have decided, de-register yourself for the course in ProgressWWW. If the course is a seminar or small lecture and the lecturer knows you personally, inform him or her.

Exchange students

First, make sure whether the coordinator of your home university approves and whether you still earn enough credits to meet the requirements of your home university or exchange programme. If you have decided, please inform Joyce Snijder-Gelling of the International Office; she will de-register you for the course in ProgressWWW. Your learning agreement probably needs to be revised.
If the course is a seminar or small lecture and the lecturer knows you personally, inform him or her. If you need advice for alternative courses, make an appointment with the student adviser for international students.

E-MAIL ACCOUNT

Make sure you check your university e-mail account on a daily basis as all important messages from the university services will be sent there. You can also forward your e-mails to your personal e-mail account so you are sure you receive them. Go to MyUniversity or http://webmail.rug.nl


university of groningen
Username:
Password:
English
Sign In
Copyright © 2010, Oracle and/or its affiliates. All rights reserved. Use is subject to license terms.

Student mail login page

ENROLLMENT FOR COURSES AND EXAMS: SEE PROGRESSWWW

ENROLLMENT FOR SEMINARS/WORKING GROUPS

Some seminar courses or combined lecture/seminar courses with many students have more than one seminar or working group. You have to be enrolled in only one of those seminar groups. For some courses you can enroll yourself in Nestor, our online learning environment. You will be notified of how and when to do so by e-mail.
For other courses you have to go to the secretarial office of the relevant department and register for one of the working groups.
If you are not sure, contact the International Office for more information.

The addresses of secretarial offices can be found under Addresses (page 16).

EXAM BOARD

If you have a problem regarding a course or an exam which you cannot sort out with the lecturer, or in cases of plagiarism or cheating, you may be referred to the Exam Board of the relevant department. If there are any problems, always contact your student adviser as well.

EXAM DATES

For exam periods, go to the Academic Calendar or see page 44 of this handbook.

The dates for exams are final and all students, exchange students included, are expected to take their exam or resit on the specified date.

Sometimes exchange students cannot be in Groningen during the exam period in January because the semester at their home university has started. In that case, an exception can be made. **If you know you won't be able to be here in January, inform the International Office or student adviser for exchange students as early as possible. Please bear in mind that (early) holidays are never a ground for exception.**
Valid grounds for exceptions also include health reasons or serious personal or family circumstances. You need documentation (such as a doctor's note) to prove this. Inform your student adviser as well.

If you are ill during an exam or resit, or cannot be present for urgent reasons, please inform your student adviser as soon as possible so that he/she can contact the exam board for an extra exam opportunity. For formal requests like these, it is necessary to submit documentation stating the reasons why you couldn't attend the exam

(for example a doctor's note). Again: early flights or holidays are never a valid reason to miss an exam.

If a course is assessed by way of an essay or paper, there is usually no problem, as you can send the paper from home. If necessary you can ask the lecturer for an extended deadline (but it is not guaranteed that you'll get this!).

Dutch Studies exams are earlier than regular courses: early to mid-December and May.

GRADES

New: the ECTS grading table

Examination and assessment results are usually expressed in grades. There are many different grading systems in Europe and worldwide. To help institutions interpret the grades awarded to students, an ECTS grading scale was developed which included ECTS grades. Recently, this scale has been simplified, resulting in an **ECTS grading table**. This table provides information on the student's performance in relation to that of other students. ECTS grades are not used any more. The ECTS grading table is printed on the Academic Record. For more information, see the *ECTS Users' Guide 2009* (available on-line).

As of 2013-2014, the Faculty of Arts will employ the new ECTS grading table. There are separate tables for BA courses and for MA courses. In addition to the grade awarded for a particular course, information is provided on how often (in %) individual grades are awarded in the Faculty of Arts, based on the grades awarded during three previous years (2008-2009, 2009-2010, 2010-2011). The grading table will facilitate the interpretation of each grade by a student's home university by comparing the grade distribution of the Faculty of Arts in Groningen to that of the faculty of department of the student's home university.

In the tables below, only the grades from students who passed the course are taken into account. They therefore provide no information on the percentage of insufficient grades.

If, for example, a student gained an 8 for a BA class, it can be read from the table that she or he belongs to the top 27% of faculty BA students (0 + 6% + 21%). When an MA student gains an 8, however, she or he belongs to the top 52% of faculty MA students (0 + 12% + 40%). Apparently higher grades are more common for MA students than for BA students.

ECTS grading table 2013-2014*

BA, Faculty of Arts, years 1-3 over 2009-2010, 2010-2011, 2011-2012

Dutch grade	***Description***	***Grading percentage****	***Accumulative percentage****
10	excellent	1 (0,6)%	top 1 (0,6)%
9	very good	6%	top 7%
8	good	21%	top 28%
7	satisfactory	38%	top 66%
6	sufficient (pass)	33%	(100%)

MA, Faculty of Arts, over 2009-2010, 2010-2011, 2011-2012

Dutch grade	***Description***	***Grading percentage****	***Accumulative percentage****
10	excellent	1 (1,3)%	top 1 (1,3)%
9	very good	11%	top 12%
8	good	40%	top 52%
7	satisfactory	35%	top 87%
6	sufficient (pass)	12%	(100%)

****round percentages***

Dutch grading practice

The Dutch grading scale runs from 10 (highest mark) to 1 (lowest mark). The grade 6 is the pass grade. Depending on what you are used to at home, you may find that Dutch lecturers give low grades. For most students and lecturers, an 8 is considered very good indeed, while a 9, let alone a 10 are very rarely given. Most students are awarded a 6 or a 7. If you are used to getting higher grades at home, you (and your supervisor at home) may feel disappointed. Remember, however, that this may be due to the modest Dutch grading practice, not necessarily to a poor performance on your part. The ECTS grading table will help you interpret your results by showing the statistical distribution of grades. This will make it easier for your supervisor at home to transfer the Dutch grade to an equivalent used in your home university.

*Conversion table USA and UK**

Although the ECTS grading table mentioned above may also be used by non-European universities to interpret Dutch grades, here is a table with suggested American and British equivalents, taking into account the differences in grading practice.

Dutch grade	Description	Suggested American equivalent	Suggested UK equivalent
10	Excellent	A+	A+ (first)
9.5	Excellent	A+	A+ (first)
9	Very good	A+	A+ (first)
8.5	Very good	A+	A (first)
8	Good	A	A/A- (first)
7.5	Good	A/A-	B+ (upper second)
7	Satisfactory	B+	B (upper second)
6.5	Sufficient	B	C+ (lower second)
6	Sufficient (pass)	B-/C	C/D (lower second)
5.5	Sufficient (pass)	D	D (third)
5 - 1	Fail	F	

* The table can be found on the NUFFIC website (www.nuffic.nl)

GRADUATION (DEGREE STUDENTS ONLY)

If you have (almost) completed your degree programme, apply for your degree certificate online. For this, you can use the Preliminary Final Assessment Application Form. Go to the website of the Office for Student Affairs and on the menu on the left click 'Graduation, what do you need to do?'. The link will be found on this page. (http://www.rug.nl/let/organization/diensten-en-voorzieningen/bureau-studentzaken/).

LANGUAGE REQUIREMENTS (EXCHANGE STUDENTS)

If courses are taught in English, *a near-native level of English proficiency is required*. This means that students need to have at least a TOEFL score of 550, or IELTS 6-6,5, or CEF (European Framework of Reference) B2/C1.
Students who want to enroll in MA courses and all courses taught by the English Department or Department of American Studies must have a higher level of proficiency (TOEFL 620 (paper based), IELTS 7, CEF (Common European Framework of Reference) C1/C2 or Cambridge Exams: CAE.

If your results fall below that, you will probably have trouble understanding books and lectures and participating in discussions. The consequence may be that you fail courses or get bad results, or even that you are denied admission to courses or evicted from courses.

While you are in Groningen, you can enroll in our course "English Proficiency for International Students", which focuses on academic skills in English, especially writing papers and giving presentations. There is a limited capacity for this course (up to twenty students).

If you wish to enroll in courses not taught in English but in another language that is not your mother tongue, you need to send a certificate or statement from your language instructor at your home university indicating your level of proficiency in that language. If you want to take proficiency courses in, for example, German or French, you will be tested again before you can be finally admitted. If you wish to enroll in courses taught in Dutch, your level needs to be at least CEF B2 to C1.

A useful guide for writing academic English (for papers and essays) is a recent edition of the *The Wadsworth Handbook*, Laurie G. Kirszner and Stephen R. Mandell (eds). Boston (MA): Wadsworth/Cengage Learning. There is also a cheaper pocket edition, *The Pocket Wadsworth Handbook*.

LEARNING AGREEMENT (ERASMUS STUDENTS)

You can change your learning agreement until the second week of the semester. The final version of your learning agreement has to be signed and sent to your own university within two weeks after the start of the semester. This is your own responsibility!
If you stay for a whole year, you can get a separate learning agreement for the second semester. In November/December you will be asked to submit a course selection for the second semester.

MY UNIVERSITY

My University is the new personalized digital dashboard for staff and students. Log on to My University with your S number and discover your own dashboard!

Use widgets to personalize your dashboard

After logging in on My University, students find themselves on their personal dashboard. The dashboard is partly occupied by information that everyone needs to access, but the rest can be furnished exactly as you like with the help of so called widgets. Via My University, all information from, for example, RUG-mail, the RUG-planner, Progress and Nestor will soon be easily accessible via your own dashboard. It is also possible to expand your dashboard with widgets for Facebook, Twitter, public transport (OV9292), to name but a few examples.

NESTOR

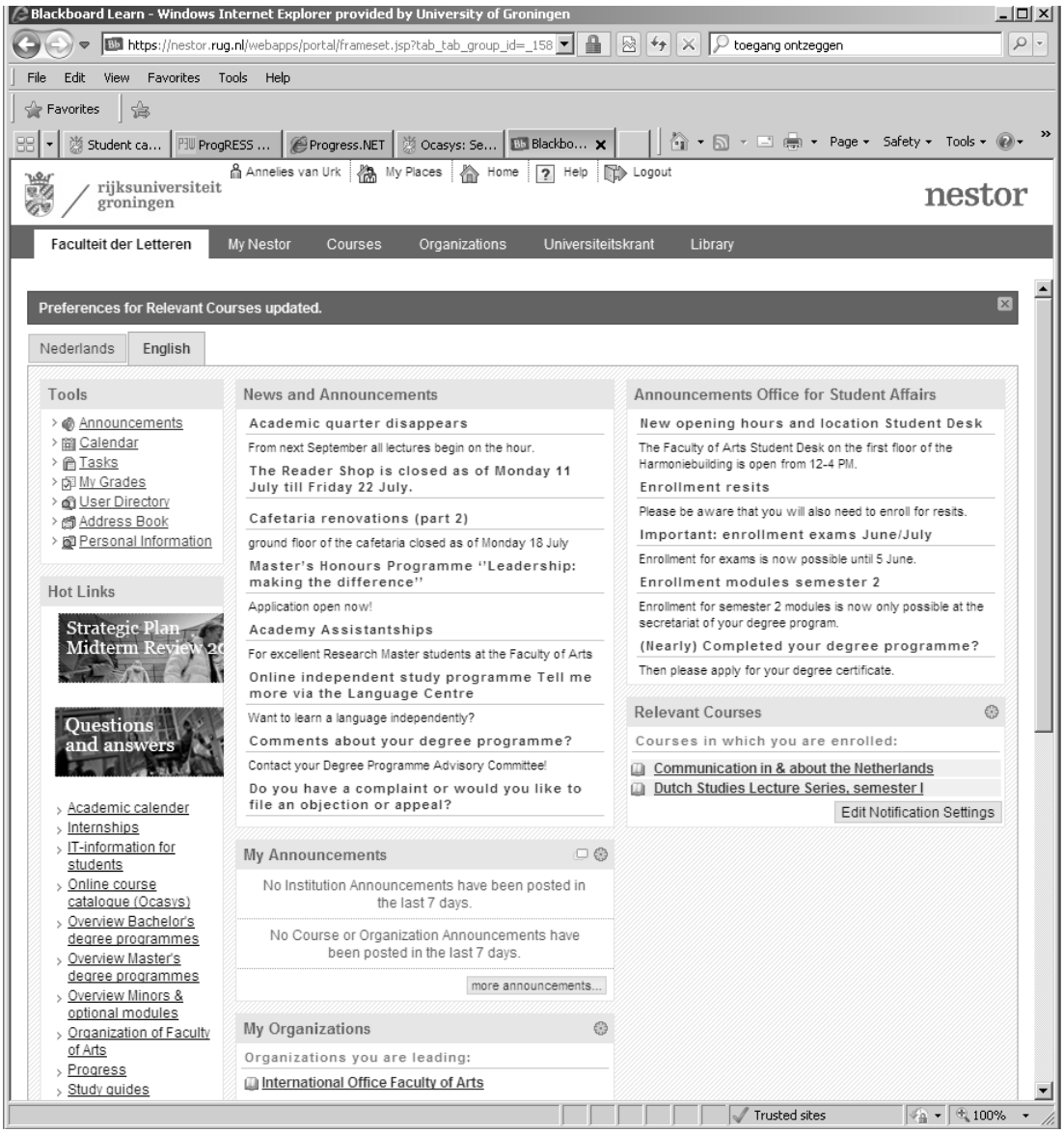
Nestor is the electronic learning environment for the University of Groningen. It enables you to download study material from the internet, make individual or

group assignments, take part in discussions, exchange data, etc. Many courses now work with Nestor.

The International Office also has its own Nestor page! Here you can find announcements from the International Office and enter into discussions with other students (exchange students only). As an exchange student, you are registered automatically.

You are automatically enrolled in Nestor once you are registered for a course in Progress. It may take one or two days before the transmission is made. If you are not in Nestor, contact your lecturer.

You enter Nestor via http://nestor.rug.nl.


Blackboard Learn - Windows Internet Explorer provided by University of Groningen
https://nestor.rug.nl/webapps/portal/frameset.jsp?tab_tab_group_id=_158
toegang ontzeggen
File Edit View Favorites Tools Help
Favorites
Student ca... ProgRESS ... Progress.NET Ocasys: Se... Blackbo...
Page Safety Tools
Annelies van Urk My Places Home Help Logout
rijksuniversiteit groningen
nestor
Faculteit der Letteren My Nestor Courses Organizations Universiteitskrant Library
Preferences for Relevant Courses updated.
Nederlands English
Tools
Announcements
Calendar
Tasks
My Grades
User Directory
Address Book
Personal Information
Hot Links
Strategic Plan Midterm Review
Questions and answers
Academic calender
Internships
IT-information for students
Online course catalogue (Ocasys)
Overview Bachelor's degree programmes
Overview Master's degree programmes
Overview Minors & optional modules
Organization of Faculty of Arts
Progress
Study guides
News and Announcements
Academic quarter disappears
From next September all lectures begin on the hour.
The Reader Shop is closed as of Monday 11 July till Friday 22 July.
Cafetaria renovations (part 2)
ground floor of the cafetaria closed as of Monday 18 July
Master's Honours Programme ''Leadership: making the difference''
Application open now!
Academy Assistantships
For excellent Research Master students at the Faculty of Arts
Online independent study programme Tell me more via the Language Centre
Want to learn a language independently?
Comments about your degree programme?
Contact your Degree Programme Advisory Committee!
Do you have a complaint or would you like to file an objection or appeal?
Announcements Office for Student Affairs
New opening hours and location Student Desk
The Faculty of Arts Student Desk on the first floor of the Harmoniebuilding is open from 12-4 PM.
Enrollment resits
Please be aware that you will also need to enroll for resits.
Important: enrollment exams June/July
Enrollment for exams is now possible until 5 June.
Enrollment modules semester 2
Enrollment for semester 2 modules is now only possible at the secretariat of your degree program.
(Nearly) Completed your degree programme?
Then please apply for your degree certificate.
Relevant Courses
Courses in which you are enrolled:
Communication in & about the Netherlands
Dutch Studies Lecture Series, semester I
Edit Notification Settings
My Announcements
No Institution Announcements have been posted in the last 7 days.
No Course or Organization Announcements have been posted in the last 7 days.
more announcements...
My Organizations
Organizations you are leading:
International Office Faculty of Arts
Trusted sites
100%

Print screen Nestor page

OCASYS (ONLINE COURSE CATALOGUE)

All courses offered by the Faculty of Arts can be found in the online course catalogue Ocasys. The catalogue is available in English and Dutch
http://www.rug.nl/ocasys/let

Beware, however. Although the catalogue is available in English, only a small number of courses are taught in English and are open to exchange students! Apart from the language of instruction, courses may also not be available to you because of entry requirements. Therefore, all courses have to be approved by the study adviser for international students, or, for degree students, your own study adviser.

OFFICE FOR STUDENT AFFAIRS

The Office for Student Affairs (Bureau Studentzaken) is the student administration office for the Faculty of Arts. Here your study results are processed and registered and your degree certificates organised. You can also get information on graduation and enrollment for courses and exams. For more information, go to http://www.rug.nl/let/organization/diensten-en-voorzieningen/bureau-studentzaken/.
Please note that many things can be organised online.

Exchange students should go to the International Office desk first with their questions.

The Office for Student Affairs Student Desk is located in the hall of the first floor of the Harmonie Building – you can't miss it**!**
☎ +31 (0)50 363 5781 (from 8.30 a.m. – 5 p.m.)
Opening hours: Monday – Friday 12 p.m. – 4 p.m.

PLACEMENT/INTERNSHIP OFFICE

The Placement Office helps to find internships for degree students as part of their BA or MA study programme. The Placement Office informs students about placement possibilities and regulations, guides students in finding placements, organises information meetings, mediates in placement vacancies and takes care of all formal organisational aspects.

This service is only available for degree students. Exchange students who want to do an internship while they are in Groningen should arrange this through their home university.

The Placement Office is located in room: 1311 119 (on the hallway to the cafeteria, 1st floor)
☎ +31 (0)50 363 5844
E-mail: stages.let@rug.nl
Website:
http://www.rug.nl/let/organization/diensten-en-voorzieningen/stagebureau/
Office hours: weekdays 1.00 - 2.30 p.m.

PLAGIARISM AND CHEATING

The University of Groningen wants to maintain high standards of academic teaching. Therefore fraud, cheating and plagiarism are considered serious offences with serious consequences. Students suspected of cheating or plagiarism will be reported to the departmental Board of Examiners. If the charges are found to be true, a sanction will be imposed. This may mean that the exam in question is declared invalid and that you are barred from taking it again. Your home university will be informed as well.

The Faculty works with a plagiarism detection programme Ephorus which is available to all staff and students. It can help you avoid plagiarism. See www.ephorus.nl.

Cheating is unfair behaviour at exams. Examples are 'cribbing' (copying another student's answers), using 'cribbing sheets' (pieces of papers with information about the subject matter which you use illegitimately), using your mobile telephone during exams and impersonating someone else (pretending you are someone else, or have someone else write the exam for you).

Plagiarism is theft of another person's intellectual property for you own benefit. A clear example is using the information or arguments from an article or book in your own essay or thesis without giving the source. Another widespread example is copying chunks of text from books or from the Internet and passing it off as your own writing. Therefore, always use quotation marks if you copy a text literally and mention the source. If you paraphrase other people's arguments or ideas (that is, represent them in your own words), give the source as well.

MLA (Modern Language Association) style for documentation is widely used in the humanities, especially in writing on language and literature. You can find information on the correct usage of the MLA style on-line, or in handbooks.

(This text is based on the brochure *Cheating and Plagiarism in assignments, theses and exams*, Stafafdeling Marketing & Communicatie, Erasmus University Rotterdam, May 2008)

PRESENCE AND ABSENCE

Students are required to be present 80% of the time. For seminars, this is registered. If you fall below the 80% without valid reasons, you will be excluded from the exam.
Students are also required to be present from the beginning to the end of the semester, including exam periods. Only in very exceptional cases is it possible to take exams on other dates than are specified in the official exam timetables.

PROGRESSWWW: ONLINE ENROLLMENT AND RESULTS

Progress WWW is an internet application for online enrollment for courses and exams and for checking your study results.
You enter Progress if you go to https://progresswww.nl/rug/, or to the university website and click 'Information for … current students' and then 'ICT'. You log in with your student number and password.

More information about ProgressWWW can be found on http://myuniversity.rug.nl/infonet/studenten/let/organisatie/bsz/nieuwe_studenten/?lang=en

ProgRESS WWW - Windows Internet Explorer provided by University of Groningen
https://progresswww.nl/rug/
File Edit View Favorites Tools Help
Favorites
International Office < Home ...
ProgRESS WWW
Progress.NET
Ocasys: Onderwijscatalogus...
Nestor - Rijksuniversiteit Gro...
ProgRESS WWW
Rijksuniversiteit Groningen
Switch to English Language (current setting: Dutch)
Geef uw studentnummer of loginnaam en wachtwoord en klik op inloggen:
Login
Wachtwoord
Log in
Heeft u geen toegang maar wilt u toch zien hoe het systeem werkt, ga dan naar de demo site.
Heeft u vragen of opmerkingen?
ProgRESS WWW is een product van het UOCG ©1997-2011
ProgRESS
Rijksuniversiteit Groningen

Print screen ProgressWWW login screen

Enrolling for courses/modules: exchange students
For exchange students the international office will take care of course registration in ProgressWWW after your course selection has been approved. Changes can be made until two weeks after the start of the semester. If you take courses in other faculties, you are sometimes required to go there in person to get registered. You will be informed of this.

Enrolling for courses/modules: degree students
Degree students have to register themselves. Course registration takes place in particular weeks which can be found in the academic calendar at the back of this guide and the guide of your degree programme.

This is how you register for modules in ProgressWWW:

- If necessary, click 'Switch to English Language'
- Log in with your student number and password
- Click 'enrolling' at the top
- Select 'Faculty of Arts' on the left
- Select 'Enrolling for Modules Semester 1'or 'Semester 2'
- Click on the right phase: bachelor or master
- Click on the right department
- Choose the right year of study and semester: now a list of available courses appears
- Click on the checkbox of the courses you want to take and click on 'enrol'.

To de-register for a course, you click on the checkbox of a module in your course overview.

Exam registration: degree students and exchange students
It is compulsory for all students, including exchange students, to sign up for exams in ProgressWWW. The weeks in which you can sign up for exams can be found on the academic calendar at the back of this guide, and on page 44. Exchange students will also receive a reminder of the registration periods by email. If you fail to register for exams during the above mentioned periods, you can sign up during the late registration periods at the Office for Student Affairs, Bureau Studentzaken (BSZ), Harmony Building, first floor. Degree students have to pay a 15 euro fee per exam for late registration.

This is how you register for exams in ProgressWWW:

- Log in with your student number and password
- Click 'enrolling' at the top
- Select 'Faculty of Arts' on the left
- Select 'Enrolling for exams' (not 'Exam application')
- Select the department.
- Select the correct exam period ('tentamens') or resits ('hertentamens')
- Select the course(s) and press the 'enroll' button.
- Alternatively, press 'Search' and provide the code or title of the course

- Your enrolment will be confirmed by an e-mail to your student's e-mail account.

The exam periods and registration periods for the Faculty of Arts for 2013-2014 are:

		Exam period	Registration in ProgressWWW	Late registration at the Office for Student Affairs (BSZ)
Sem 1	Exams	21 Oct – 08 Nov 13	30 Sept – 11 Oct 13	14 Oct – 08 Nov 13
	Exams/Resits	13 Jan – 31 Jan 14	16 Dec 13 – 03 Jan 14	06 Jan – 31 Jan 14
Sem 2	Exams	24 Mar – 11 Apr 14	03 Mar – 14 Mar 14	17 Mar – 11 Apr 14
	Exams/Resits	02 June – 20 June 14	12 May – 23 May 14	26 May – 04 July 14
	Resits	07 July – 04 July 14	12 May – 23 May 14	26 May – 04 July 14

NB: Exam periods and registration periods in ProgressWWW vary per faculty! Make sure to be informed about the proper dates (you can ask the international office of the concerning faculty) and *always* register for exams! If you miss the registration, you will have to pay a 15 euro fee per exam (fee may vary; only at the Faculty of Arts exceptions are made for exchange students). If you fail to register all together, access to the exam may be denied, or your grade won't be registered.

Results
You can see your results if you click 'results' after logging in.

Enrollments
You can check for which courses / exams you have been enrolled by clicking 'enrolments' after logging in.

Messages
On the message board you find personal and general messages, for example the relocation of exams.

PSYCHOLOGICAL COUNSELLING

If you have problems adjusting to your life in Groningen, or experience other personal problems that affect your studies, you can make an appointment with your student adviser at the Faculty of Arts. Student advisers are experienced listeners and take students and their problems seriously. They can also give practical advice how to organise or readjust your studies. If your problems are really serious and fundamental, you can ask one of the psychological counsellors of the Student Service Centre for help. They are trained and experienced psychologists who are accustomed to helping people from many different backgrounds and cultures. Psychological counselling is strictly confidential and is free of charge for all students.

For the open office hour for international students, see
http://myuniversity.rug.nl/infonet/studenten/studenten-service-centrum/workshop/map_cursussen/open-office-hours

For more information, go to
http://myuniversity.rug.nl/infonet/studenten/studenten-service-centrum/studenten-psychologen .

Visiting address: Uurwerkersgang 10, 9712 EJ Groningen (next to the Harmonie Building)
☎ +31 (0)50 363 8066
E-mail: studentenpsychologen@rug.nl (please have your student number ready)

Individual and group sessions especially designed for students (e.g. on assertivity) are also offered by Praktijk 'Hoek Melkweg'. They charge a fee, as they are not part of the University.

☎ +31 (0)50 318 6003 (between 12 and 1 p.m.)
website: www.praktijkhoekmelkweg.nl (only in Dutch, unfortunately)

SPECIAL NEEDS STUDENTS

Students with a mental or physical disability (including dyslexia) may need extra facilities to follow courses and take exams. Please contact your student adviser to discuss any arrangements you need, such as visual aids, extended time for exams, etc. The earlier you do this, the better. More information is also available on
http://www.rug.nl/education/international-students/studying-with-a-disability

STARTING TIME OF CLASSES

In general, classes start on the hour and continue to a quarter to the hour (e.g. from 9.00 to 10.45 a.m.). This gives you time to go to the next class.

STUDENT ADVISERS

Every degree programme has its own student adviser or student councillor. If you go to the website of your degree programme, you will find his or her name and contact details. Exchange students have their own student adviser who works closely with the International Office (see page 8).

Student advisers give advice about your study programme or courses you can take, give feedback on your study progress and help you overcome study-related problems. Therefore, if you have study-related problems or personal problems that affect your studies, your student adviser may be able to help you help yourself. When you talk to a student adviser, what you say will be considered as confidential. This means that he or she won't talk about it to other people or your home university without your permission.

Exchange students can talk about any study-related problems with the student adviser for exchange students, Ingrid Sennema.

STUDENT CARD

After registration at the University of Groningen all (international) students receive their student card (by post or during the Welcoming Ceremony). On the personalised student card you can find your name, student number and registration dates. You need your student card for the libraries (borrowing books), registration for student facilities such as the ACLO sports centre, and you have to bring your card with you during exams. Without the card, you might be refused at the exam.

If you have lost your student card or if it has been stolen, you can apply for a new card at the University Student Desk (Academy building). After a PIN payment of € 12.50, you will receive the card in the mail around ten days later (exchange students: your card will be sent to the International Office).

STUDENT NUMBER

Your student number (e.g. s1234567) is used as your user name to log into many university and library services. Make sure you have it with you (or know it by heart). You also need a password. An initial password is provided before arrival. After the first time you log in, you will be asked to change this password. If you don't do this, the first password will expire, and you will not be able to log in until you have received a new password.

STUDIELINK (DEGREE STUDENTS)

Studielink is a national web-based system in the Netherlands used for the enrollment of degree students. Studielink can be used for organising your

registration, payment of tuition fees, signing out and changing your correspondence address. www.studielink.nl

TIMETABLES

Timetables for courses

The timetables of the courses offered by the Faculty of Arts are available on-line. This information is partly available in English. If you click on the link in the timetable, you will be redirected to Ocasys (our on-line course catalogue). There you will find detailed information about the courses. Conversely, the course description in Ocasys will contain a link to the up-to-date timetable.
Location: http://www.rug.nl/let/education/meer-onderwijs/praktische-informatie/roosters/

When course timetables are available on-line exchange students will be notified by e-mail. Please be aware of the fact that the times of courses may overlap and that you have to change courses.
If the day and time of a seminar is problematic, you can sometimes switch groups.

Timetables for exams

Timetables for exams will only become available after the start of the semester. You can also find it on http://www.rug.nl/let/education/meer-onderwijs/praktische-informatie/roosters/

All students are expected to take their exams at the designated dates and times. Exceptions can be made only under very exceptional circumstances.

TRANSCRIPT OF RECORDS (DEGREE STUDENTS)

If you need an official, certified list of grades, you can apply online to the Office for Students Affairs. Go to the office website and click on the item on the menu on the left (http://www.rug.nl/let/organization/diensten-en-voorzieningen/bureau-studentzaken/).

The printout will be available for pick-up the following working day from 12 p.m. Make sure you bring identification with you. This can be your student card or identity card. If you cannot pick up the list of grades yourself, it can posted to your Groningen address. You can authorize someone else to pick up the list, but this person will need to show identification.

Exchange students have to apply for an academic record at the International Office (see page 30 of this handbook).

Entrance Academy Building

STUDYING IN GRONINGEN: DO'S AND DON'TS IN THE CLASSROOM

Teaching, classes and exams are probably different at the University of Groningen compared to what you are used to in your home country. What, on the whole, can you expect when you arrive here as a new degree or exchange student?

TYPES OF CLASSES

At the Faculty of Arts, there are three types of classes: lectures, seminars, and practicals (the latter only in the Archaeology Department).

Lectures usually take place in a big hall with many students. It's mainly one-way traffic: the lecturer talks to the students, the students listen and take notes. Sometimes students can ask a few questions, but on the whole there is not much interaction.

Seminars (or *working groups*) take place in smaller rooms with a maximum of 20 to 25 students. Here, the role of the students is much more active. They are expected to contribute to discussions, give presentations and give feedback to the presentations of others. Students are also expected to think for themselves, and form and voice their own opinions, with due respect for those of others. You certainly don't have to agree with your lecturer and classmates, but your opinion should be based on sound arguments. Some seminars are a combination of small-scale lectures and seminars.

During *practicals* you practice certain methods or techniques you learnt, e.g. in laboratory.

WORKLOAD, SELF-STUDY AND PLANNING

You may find that you have to spend very few hours in class. Two to four hours per week for a class is quite normal. Though it is tempting to spend the remainder of the week talking to friends or going to the numerous parties in international student houses, you are, in fact, supposed to prepare next week's classes, study the literature, work on presentations and study for your final exams. In the Dutch system self-study is a substantial part of the workload for courses. You are in charge of your own time; no-one will tell you when to start studying for your exam or preparing your essay, this is all down to your own (hopefully realistic) time management. Many Dutch students study in one of the libraries rather than just in their own room as they find this helps them get into a routine of regular study.

It is important that you start working from the first week onwards, as it is difficult to catch up later! You have to plan your academic work carefully and realistically!

If you are not used to this deceptive freedom, or if you fear that you will find it difficult to handle, you are strongly recommended to join one of the courses of the Study Support Group (see below) to help you on your way.

For a further explanation of workload and ECTS (the European credit system), see page 35-37 of this guide.

WORK ATTITUDE, EXPECTATIONS AND DEADLINES

The Dutch study environment may seem very friendly and informal, but do not be mistaken. Students are expected to work hard, fulfill all obligations with regard to their classes and hand in assignments and essays on time. **A deadline is a deadline** and is non-negotiable, except under very exceptional circumstances. You are also expected to arrive in class on time.

When you don't meet all the requirements for a course, fail to hand in your things in time or fail to cooperate with other students, you will not be admitted to the exam and you will fail the course. When you don't stick to the rules, you will notice that people will not be so forthcoming anymore, no matter how friendly and informal they normally are.

STUDY SUPPORT

Studying in Groningen may be very different from what you are used to. The adjustment to a different way of working may cost you more time than you think. As your time here is limited, you may fail classes and not bring back enough credits/ECTS when you return home.
It is therefore a good idea to enroll in one of the courses offered by the Centre for Student Support and Academic Skills, for example in the Study Support Group. For more information, go to
http://myuniversity.rug.nl/infonet/studenten/studenten-service-centrum/workshop/internationalstudents1/

EXAMS AND (SEMI-)CONTINUOUS ASSESSMENT

Some courses, mostly lectures, have one final exam at the end, which means that there is only one moment that you can prove your worth. Sometimes there is a mid-term exam as well. For seminars, on the other hand, you are often expected to do assignments throughout the semester which add up to your grade in addition to a final exam or essay. Some classes have a system of continuous assessment whereby you have to hand in assignments every week, for other classes you have to do fewer assignments and/or less frequently. In most cases,

you will need to pass all parts of a course to get a final grade and to earn the ECTS/credits. This is all explained in the course syllabus.
When you are used to a system of continuous assessment at home, you may find the classes relatively easygoing and not very intensive. The danger here is that you may underestimate the final or mid-term exam or the requirements for the final essay. Don't be deceived, those may be much more demanding than you were led to expect on the basis of the weekly class routines!

On the other hand, if you are used to a system where everything depends on the final exam, you may find the work you have to do each week quite overwhelming. In addition, you may not be used to writing essays, giving presentations or participating in classroom discussions. If you fear this may become a problem, you could consider joining a Study Support course (see page 31).

Students can only take final exams at the given dates as given in the exam schedules – exceptions can only be made under specific circumstances.

FRAUD OR PLAGIARISM …. ME?

Over the past years plagiarism and fraud have been a problem for a relatively high number of international students. Without intending it, students often commit this academic offence. The consequences can be serious: students may be expelled from classes or even from the university. It is very important that you understand what plagiarism is and what you should do to avoid it. Therefore, do take the time to read the following as this concerns you!

What is plagiarism? What is fraud?

The main point is that you are not allowed to present someone else's work or ideas as your own.

Do's and don'ts

1. *Copy/paste*. Don't copy text from books, articles or the Internet without acknowledging your source. Even if you only use a sentence or a couple of words you must mention the author and publication. If you copy a text literally, use quotation marks and mention the source. If you paraphrase other people's ideas or arguments (that is, represent them in your own words) you must also give the source.

2. *Recycling*. Don't self-plagiarise by re-using your own work (such as earlier assignments or essays).

3. You are responsible for you own work. Don't ask others to do your assignments for you. This includes handing in assignments or essays as your own which have been edited or corrected by someone else.

4. *Exams*. Don't cheat during exams by using your mobile phone, concealed notes, consulting with others, copying your neighbour's answers, or by impersonating someone else.

Furthermore
The university has a plagiarism scanner, so plagiarism will always be detected!

Source referencing differs from one academic field to another. MLA (Modern Language Association) style for documentation is widely used in the humanities, especially in writing on language and literature. You can find information on the correct usage of the MLA style on-line, or in handbooks available in the library.

If in doubt, contact your lecturer.

In general you should remember that the point of the courses you take is that you learn by doing the work yourself. Any instance of plagiarism shows that you do not take the course nor your own development seriously.
In short: do it yourself or don't do it at all!

THE LECTURER AND FELLOW (DUTCH) STUDENTS

Depending on what you are used to, you may find professors and lecturers quite accessible, friendly and helpful, especially in small seminar groups. Most lecturers welcome exchange students provided they work hard and join in with the rest of the group. In Dutch universities, the atmosphere is generally relaxed and not very hierarchical.

Lecturers often have office hours, specific times when they are in their office and available for students. If you want to talk to a lecturer, please observe the office hours or make an appointment. If you write an e-mail to a lecturer, bear in mind that he or she is not a fellow student, but should be addressed properly (for example, dear Professor X or dear Mr / Mrs X).

If you cannot come to a seminar, you should inform the lecturer by e-mail. For big lectures you don't have to do this. You should also inform the lecturer if you decide to drop a course altogether and not to come to his or her class any more, especially if it is a seminar or small lecture and the lecturer knows who you are. It's very impolite to just stay away without informing the lecturer.

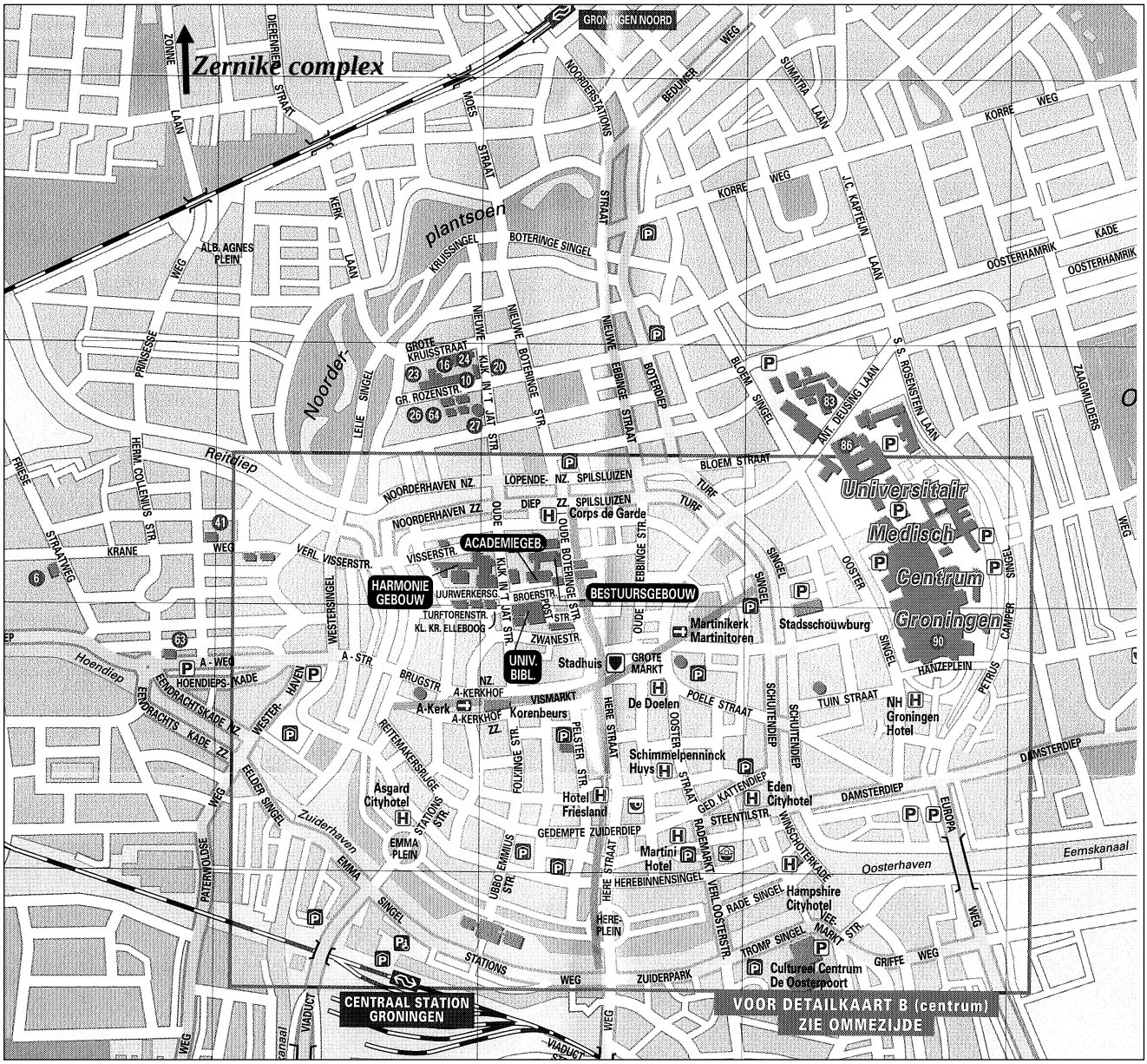
Depending on your own cultural background, you may find Dutch students quite outspoken and direct. Don't be discouraged by this, they are usually quite open, friendly and willing to talk to you. The best way to make contact with them is by making the first move. Start talking to them and don't be afraid to ask them about studying or other things you are not sure of.

Even though you may not be used to it, try to participate in discussions during seminars. What you say doesn't have to be perfect, as long as it contributes to the discussion. Don't be too scared to make mistakes – you'll only learn from them!

To conclude…
We hope this handbook gave you the information you needed during your study stay at the Faculty of Arts. Should you miss any crucial details, please let us know (international.office.let@rug.nl). We welcome any suggestions.

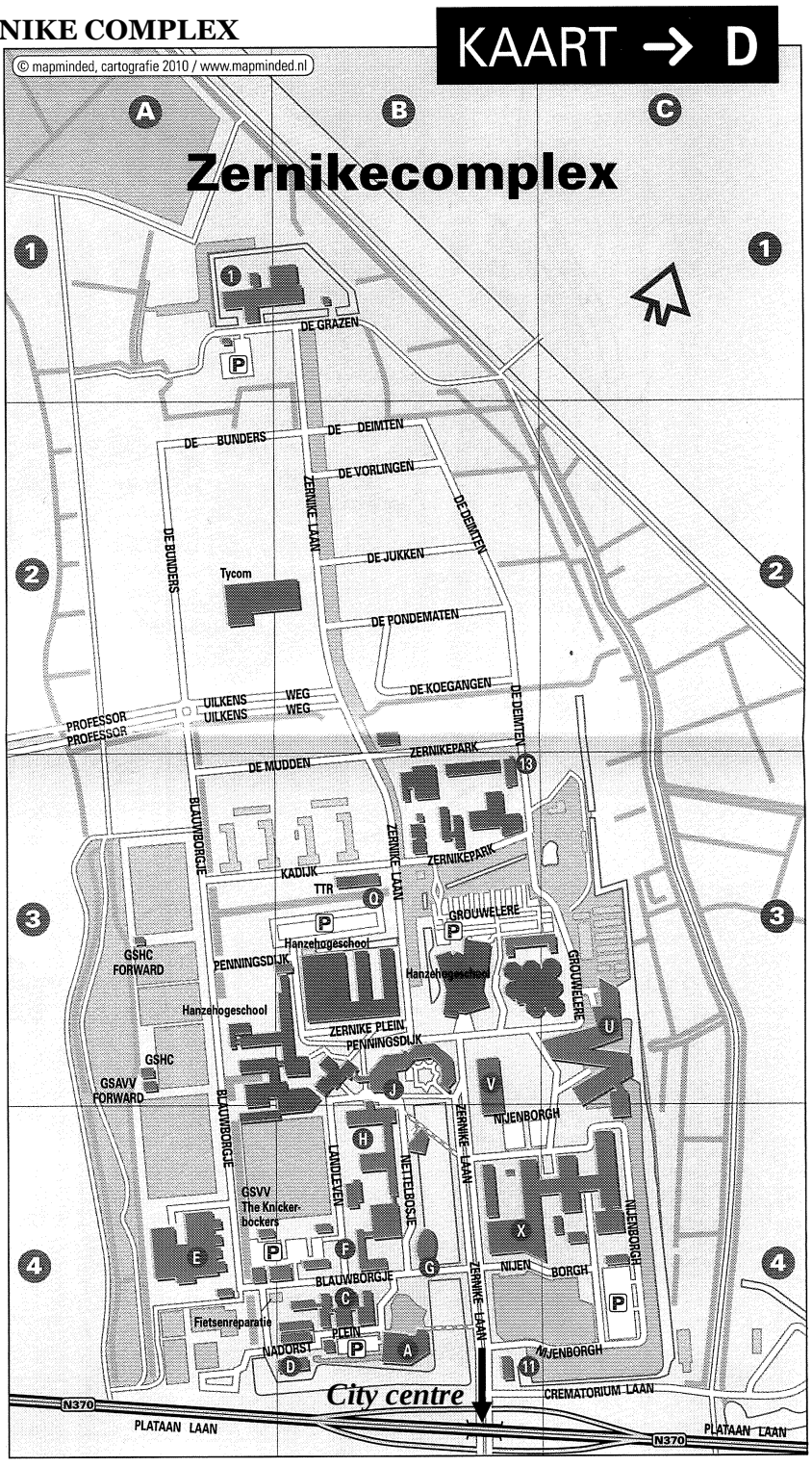
ANNEX

CITY MAP GRONINGEN



Imporant locations:
- Central Station
- Harmonie Building (Harmoniegebouw; Faculties of Arts and Law)
- Academy Building (Academiegeb.)
- University Library (univ.bibl.)
- University Medical Centre Groningen / UMCG / Faculty of Medical Sciences
- Building Faculty of Social and Behavioural Scieces (Gr. Kruisstraat)
- Housing Office (Friesstraatweg 18 (number 6 on the map)
- City Hall (close to the Martini Church)
- Police station (Rademarkt)

MAP ZERNIKE COMPLEX



Important locations:
- Exam Hall Zernike (A)
- ACLO sports centre (E)
- Faculty of Spatial Sciences (F)
- Faculty of Economics and Business (H)
- Faculty of Mathematics and Natural Sciences (V)